NARA RM Initiatives Relating to Websites/Web Pages & Digital Web Content

Dr. Mark Giguere

Lead IT (Policy & Planning)

Modern Records Programs, NARA

RACO West 2005   **Seattle, WA** 1

Overview

✓ Context – NARA's *Managing Web Records* Guidance

✓ Central tenets of guidance

✓ Discussion of potential web site records series

✓ ERM eGov Initiative Transfer Cycle #6

✓ ERPWG

1. NARA RM Guidance

✔ Issued January 21, 2005 (See: http://www.archives.gov/records_management/policy_and_guidance/managing_web_records_index.html)

✔ Central high level 'framework' document

✔ Subsequent guidance in specific areas

✔ Provides rationale for RM decisions surrounding web site content and operations records

How are Federal Agencies Using the Web?

✓ Web site as a stable repository for agency publications

✓ Web site as a fluid repository for agency publications

✓ Web site as a limited communications tool

✓ Web site as a repository for query-driven communications

✓ Web site as a repository for a wide variety of information interactions

Diffusion of roles & responsibilities

RM Responsibility	Who has responsibility?
Meeting requirements of 44 USC 3301	• Agency Head
Contributing to risk profiling activities	• Working as a team: Agency Records Officer, Web Program Manager/ Webmaster, Program Staff who create or review content, IT Personnel and Contractor Staff & Agency Office of General Counsel
Development of schedules accounting for records documenting agency web site operations	• Working as a team: Agency Records Officer, Web Staff & Program Staff
Developing SOP's that accord with records schedules containing web site records	• Web Program Manager/Webmaster
Implementing RM-related SOPs	• IT Personnel and Contractor Staff
Creating and managing web site operations programmatic records	• Web Program Manager/Webmaster
Creating web content	• Program Staff (content authors) • Public Affairs/Communications Staff (in many agencies)
Assisting agencies via guidance	• NARA
Approving records schedules documenting agency web site operations	• NARA

Central Tenets of Guidance (1 of 3)

✓ Records management is both part of and supports many of the activities necessary to mount a Web presence

  – RM is part of/supports web site security via support of maintaining trustworthiness of web site records

  – RM is part of/supports evaluating & monitoring risk associated with Agency web site operations

Central Tenets of Guidance (2 of 3)

✓Re. Issue of record status of web site-related records

- – NARA views web site content as records Federal records per *44 U.S.C. 3301*
- – NARA views web site program administration records as Federal records per *44 U.S.C. 3301*
- – <u>Both</u> need NARA-approved disposition authorities

Central Tenets of Guidance (3 of 3)

✓ Re. Basis for making RM decisions to support management control of web site

– RM decisions based on risk assessment of agency web site operations

– Determination of 'unit of analysis' for risk assessment

- Web site in toto and manage all to highest level of risk

- Web site compartmentalized according to unique 'areas' of differing risk

Potential Series (1 of 3)

✔ Series containing actual web site content; e.g.,

- – HTML-encoded pages

- – Records generated interactively on the web site (by end user)

- – Additional content files referenced within the HTML-encoded pages

- – Comprehensive listing of URLs referenced by a web site's hyperlinks (only for high risk web sites)

Potential Series (2 of 3)

✓ Series supporting the context of agency web site operations; e.g.,

- – Web site design records
- – Web site program management records
- – Web site system software-related records
- – Web site usage logs and statistical compilations
- – Records documenting the use of copyrighted content

Potential Series (3 of 3)

✓ Series supporting the structure of an agency web site; e.g.,

- – Web site map
- – COTS/GOTS software configuration files
- – Documentation associated with COTS/GOTS web-related software

RM 'Challenge' Areas

✓ Content management systems
  – How to reconstruct presented content views? *(if deemed necessary)*
  – Transfer d'base per 36 CFR 1228.270
✓ Web portals
  – Diffusion of RM responsibility
✓ Long-term preservation of web site content
  – *If* needed for agency business

Scheduling Issues

✓Records *must* have disposition authority
  – Web site copy of content
  – Web site program operations records

✓NARA does not presume all web sites will be appraised as permanent

2. ERM EGov Transfer Cycle #6

✔ April 17 – Sept. 17, '04

✔ Goal

 – Specify <u>transfer</u> requirements for web sites appraised as permanent

✔ See http://www.archives.gov/records_management/initiatives/erm_products.html

3. Interagency Committee on Government Information

✔Implementing EGov Act of '02.

✔Three Working Groups:

- Categorization of Information
- Electronic Records Policy (NARA chair)
- Web Content Standards

✔See http://www.cio.gov/documents/ICGI.html

Thank You!

Questions?

Mark Giguere

V: (301) 837-1744

Mark.giguere@nara.gov

(Also your NWML Appraisal Archivist)